

Assignment of Claim

These instructions explain how to file an Assignment of Claim.

NOTE 1: The Assignment of Claim event allows *multiple* assignments of claim to the same Assignee- filed in the same case - to be docketed simultaneously.

NOTE 2: You must determine the amount and number of the assigned claim *prior to* filing an Assignment of Claim, by accessing the *Reports, Claims Register*.

STEP 1 Click the **Bankruptcy** hyperlink on the **ECF Main Menu** (See figure 1)

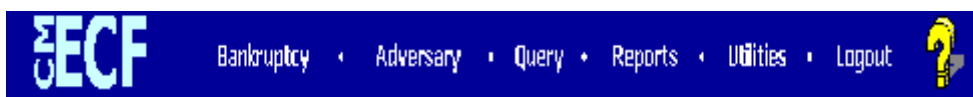


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

' Click the **Claims Actions** hyperlink

STEP 3 The **CASE NUMBER** screen displays.

' Enter the case number, including the hyphen, YY-NNNN.

' Click [NEXT]

STEP 4 The **FILE A CLAIM ACTION** screen displays.

' Select **Assignment of Claim** from the pick list.

' Click [NEXT]

STEP 5 The **Joint Filing with Other Attorney** screen displays.

' Place a checkmark in the box for yes, if applicable and click [NEXT], if no just

click [NEXT]

- K** *TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 The **SELECT THE PARTY** screen displays.

- ' This is the party who is filing the assignment of claim. In addition, the **correct Role type** must be selected to reflect if the filer is the Assignor (transferred from) or the Assignee (transferred to).
- ' Check to see if the **Party name WITH THE correct Role type** is listed. If so, highlight the name and click [NEXT];
- ' If the **Party WITH THE correct Role type** is not listed, click [Add/Create New Party] to add them.
- ' Refer to the **BK Case Opening** section of this guide for instructions in adding parties to cases.
- ' **NOTE:** The **Role Type** must be either **Assignor or Assignee**.
- ' Click [NEXT]

STEP 7 The **PDF ATTACHMENT** screen displays.

- ' Upload the PDF file, click [NEXT]

STEP 8 The **ENTER TRANSFEROR/TRANSFeree** screen displays.

- ' Enter appropriate information in the following fields for each Assignment of Claim.
 - Select the appropriate Transfer Type by clicking in the radio button.
 - Enter the name of the *Transferee* (Transferred To)

' **NOTE:** There can only be one **Transferee** for each assignment of claim event. Additional transferees must be docketed separately.

- Enter the name of the *Transferor* (Transferred From)
- Insert the Claim Number
- Insert amount of claim transferred.
- Continue adding Transferors and claim information, as necessary.

' At bottom of screen, insert name of **Transferor(s)/Assignor(s)** and **Transferee/Assignee**. If there are multiple transferors – separate names with a comma and space. Click [NEXT]

STEP 9 The **MODIFY DOCKET TEXT** screen displays.

' Use pull down menu to select a prefix to the Assignment of Claim, if applicable. Review docket text for accuracy. If modification is necessary, use the [BACK] button on your browser.

SAMPLE DOCKET TEXT

Assignment of Claim. Claim transferred from Assignor Citibank, N.A. to Assignee Max Recovery Transfer Agreement 3001 (e) 1 Transferors: Citibank, N.A. (Claim No.1, Amount 10,000.00) Filed by Max Recovery. (Attorney, Joe)

STEP 10 The **FINAL DOCKET TEXT** screen displays.

' Click on [NEXT] if the final docket text is accurate, or

' Click on the browser back button to find the screen, make the correction, and resubmit.

STEP 11 The **NOTICE OF ELECTRONIC CLAIMS FILING** screen displays

- ' Print a copy of the screen for your records. This is the verification of the date and time the Assignment of Claim was filed with the court.